

Please **take some time to fully read all content**, as processes may have been changed/clarified.

Before Filling out the Reservation Request

- Student groups (undergraduates & graduates) are not allowed to use Harris 108, even if “sponsored” by a university department. There are no exceptions.
- University classes are not allowed in Harris 108, including undergraduate or graduate seminars, discussion groups, summer session courses, NEH Seminars, and all others.
- All availability, priority, and reservation decisions for Harris 108 will be made by the History Department and the Department Chair. Their decisions are final.

Planning Your Harris 108 Event

ROOM BASICS:

- There are a total of 60 chairs in Harris 108: 40 wooden and 20 extra stackable – the stackable chairs are stored in the kitchenette. There are also 13 rectangular tables, 6’x3’. If you require more chairs or special tables, you may provide them yourself.
- Total fire capacity for the room and terrace combined is 80 people (standing).
- Standard furniture setup for Harris 108 = twelve tables arranged in a rectangular structure (see Floor Plan here*) with one extra table available. Most of the wooden chairs are set up along the outside of the rectangle. If you wish to move the furniture into any other formation for your event, **you must move it back to the Standard set up after your event**. You may move the furniture yourself or request Facilities Management to do so.

(Next page: Continued)

- If you choose to hire Facilities Management to move the furniture and/or clean up, you are responsible for submitting your own request through Facilities Connect, or simply email them at facilities@northwestern.edu. There is a charge for this service; they will ask for a chart string.

Remember to send a copy of the confirmed Facilities Connect request (or the emailed communications) including your table arrangement to christina.alexandru@northwestern.edu.

- Please ensure that all deliveries and pickups for your event (e.g., food/beverages, catering equipment, rentals, etc.) are scheduled during the hours you have reserved. Early deliveries or late pickups are subject to refusal if another event is taking place in the room.
- The terrace may be used for any Harris 108 event, weather permitting. However, the doors to the terrace do not open from the outside. If you prop them open for your event, **please make sure all four terrace doors are securely closed afterward.**
- Harris 108 furniture should NOT be removed from the room for any reason nor brought to the outside terrace. Tables in the hallway is also not allowed.
- **If you are using the door stoppers provided in 108, please store them back inside 108;** do not leave them floating around outside or in the hallway.

FOOD/DRINK and KITCHENETTE BASICS:

- You can serve food and drink. Please provide waterproof covering for any tables on which food or drink will be placed. This applies whether you use a caterer or bring your own food.
- Harris 108 contains a small kitchen with sink, refrigerator, and freezer, but no cooking or warming equipment.
- Do not leave food, leftovers, boxes, extra supplies, nor any belongings in the kitchenette either before or after your reservation time. If you need to store food/drink in the fridge or any rentals before your event, consider extending your event setup time to ensure the space is yours.

(Next page: In-Room Technology Basics)

IN-ROOM TECHNOLOGY BASICS:

- The A/V podium in Harris 108 has no resident computer; you need to bring your own laptop to connect to the lectern.
- If you want to set up on-site coverage for your event, please **call 7-ROOM** (847-467-7666) to submit a request with IT support.

➤ **Harris 108 is equipped with the following:**

- Crestron control system
- Projector
- HDMI cable with adapters for laptop connection
- Remote recorder for Panopto
- Room cameras
- Bluetooth audio connection
- 2 handheld microphones
- 8 tabletop microphones
- 1 gooseneck microphone on the podium
- 1 lavalier microphone

➤ **Microphone Functionality:**

- The handheld and lavalier microphones are audible in the room, on Panopto, and in Zoom.
- The tabletop microphones are audible **only** on Panopto and Zoom.

Equipment should never leave Harris 108. Any issues with the devices should be made aware to the History Department and IT support.

Before, During, and After Your Event

- The Key Person may pick up the Harris 108 key either on the day of your event or the previous business day. The key is available in the History Department office, Harris 104, **during the key arrangement hours of 9:00 A.M. – 4:00 P.M., Monday through Friday** during the academic year.
- **If you need to change the listed Key Person**, simply let us know by emailing christina.alexandru@northwestern.edu. The substitute Key Person must be both eligible and willing to assume full responsibility for the event. Under no circumstances should the Harris 108 key be given to any student for any length of time.

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- **Ideally, the Key Person should be here to receive** any deliveries that occur before your event and oversee the pickup of any items afterward.
- The History Department will do their best to accommodate deliveries and pickups during business hours if the Key Person is unavailable, but we cannot be responsible for the accuracy, condition, or security of any items that we receive on your behalf.
- If you have any problems with the A/V system during your event but did not request coverage, **please call 7-ROOM** (847-467-7666) for immediate assistance.

Best Practices for Closing the Room

- Make sure that the A/V system is fully shut down once your event is over or after you are done using the A/V system.
- Return devices to their charging ports when not in use.
- Remember to toggle off the lights in the room after you are done using the space. If the light switch does not work at first, make sure the doors are closed, try again; you may need to hit the buttons several times.
- Garbage and recycling bins are provided. Please make sure that all waste is removed from tables and other surfaces and properly discarded. If you are not hiring facilities, please wipe down the table surfaces if you used the tables.
- After your event is over and the room has been restored, the Key Person must **lock both left and right doors and ensure that they are both securely closed**. The Harris 108 key should be returned to Harris 104 the next business day (at your soonest convenience).
- The History Department cannot guarantee the security of any items left in Harris 108 beyond your reservation time.

Any questions or reservation form updates should be directed to Program Assistant Christina Alexandru at christina.alexandru@northwestern.edu.

Thank you. If you read this entire document, hip-hip-hurray!